


Fermilab

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Technical Division

Guidelines for Working in the Machine Repair Buildings

Written By: _____ Date: _____
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Approved By: *Original signed by Charles Matthews 1/23/01* Date: _____
 Charles Matthews, Superintendent of Machine Shops

I. INTRODUCTION

This document describes the policies that regulate activities for personnel working in the Machine Repair Buildings (MRB). These policies apply to all Fermilab employees and all registered laboratories visitors that spend a substantial amount of their time working in the Machine Repair Buildings (MRB). For the purpose of this document, Machine Repair Storage located at 29 Winnebago shall be considered a part of Machine Repair located at 30 Winnebago.

II. ACCESS/RESTRICTIONS

A. Working Visitors

Upon arrival, working visitors will be expected to report to either, the Machine Repair Building Manager or the Machine Repair Alternate Building Manager unless previous arrangements have been made with one of the above-mentioned Machine Shop staff. In either case, it is important that someone in a position of responsibility is aware of the presence of the working visitor in the event of an emergency situation. Working visitors that have occasion to bring in additional short-term (< 1-day) visitors to

Machine Repair must inform the Machine Repair Building Manager or Alternate.

If the working visitor must be present outside of normal working hours for Machine Repair, then he must be accompanied by a TD Machine Shop Employee and have the permission of the Building Manager, or the Alternate Building Manager. When leaving the building, it is the responsibility of the employee to ensure that all doors are properly locked.

B. Crane Operation

Operation of overhead cranes in Machine Repair is restricted to employees who have received approved training and can demonstrate competence in the hoisting and rigging activities proposed.

III. SAFETY

A. General

It is the supervisor's responsibility to ensure that personnel working in Machine Repair are properly trained and qualified to perform their assigned task.

Working visitors should familiarize themselves with the ES&H bulletin board located to the left of the door as you enter. This board lists important information regarding safety procedures, building management, emergency wardens, etc.

Only limited work of short duration may be performed in Machine Repair Storage under the direct supervision of the Building Manager or his/her designee.

Appendix A list phone numbers which may be useful to persons working in Machine Repair.

B. Personnel Protective Equipment

Machine Repair has been designated as a safety footwear and approved eye-protection facility. All occupants, except casual visitors, i.e., sales peoples, service representatives, etc., must wear approved foot protection (safety shoes) in all work areas. Safety shoes are not required for individuals who remain on the gray designated aisle way. Safety glasses are required to be worn upon entering the building. "Visitor" safety glasses can be found in dispensers located at the entrances.

C. Fire Alarm

In the event of a fire in the building, all personnel will evacuate the building. In the event that evacuation of the building is required, do not leave the general area around Machine Repair, until the emergency warden has been notified that you have indeed left the building. The official meeting place for building occupants in the event of an evacuation is the parking lot east of Lab 1 where a head count will be taken. If no regular Machine Repair staff members are present in the building when the alarm is triggered go to a safe location and dial 3131. Explain the nature of the emergency to the Emergency Service Department.

D. Tornado Alarm

In the event of severe weather (tornado), a steady siren is heard throughout the Village. This alarm indicates the approach of severe weather and requires all personnel to proceed to the designated shelter area, the Lab 6 Protomain Tunnel. See Attachment 1.

E. Radiation Safety

Radioactive materials are not normally present in the Machine Repair Buildings. The Machine Repair Building Manager shall be notified prior to the introduction of any radioactive materials into the building. This notification will allow for the proper review of safety issues and preparation of appropriate work and/or storage areas.

F. Harmful Material

There are various chemicals and solvents in Machine Repair that could be harmful if misused or used without the proper personal protective equipment. Material Safety Data Sheets (MSDS) for all such materials at Machine Repair are available at the MSDS station located by the aisle at the West End of the building. Working visitors who have occasion to use such materials (already existing) must read and comply with the regulations on the appropriate MSDS. Any uncertainty in the proper use of such materials should be resolved with the Building Manager.

Chemicals may not be brought into Machine Repair without the approval of the Building Manager. Any chemicals brought into Machine Repair must be accompanied by the most recent MSDS and be able to be stored without requiring any additional storage capabilities than already exist within the building. Such materials must not require any special protective equipment or disposal not already available.

G. Smoking Policy

Smoking is not allowed in the Machine Repair Building or in the Machine Repair Storage Building.

H. Eating/Drinking

Eating and drinking are not permitted in the shop area of Machine Repair, or in Machine Repair Storage. Eating and drinking are permitted in the lunchroom. See Attachment 2.

I. Children

Children under the age of 18 years of age are not permitted in the Machine Repair Buildings without a Technical Division escort and prior approval from the Division Head. (Reference policy TF-1040)

J. Parking

Visitors may park in the parking lot located to the west of Machine Repair.

IV. COMPLIANCE

It is expected that all working visitors will comply fully with these guidelines. These guidelines have been developed to ensure that all operations at Machine Repair are conducted in a safe manner consistent with Fermilab Environment, Safety, and Health Policies. As stated in the preface to the Fermilab ES&H Manual, non-cooperation or flagrant disregard for these regulations is grounds for disciplinary action or denial of access to these facilities.

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Appendix A

Fermilab Emergency Phone Number - 3131

Position	Name	Phone	Page	Long Distance Page
TD Senior Safety Officer	Rich Ruthe	5424	1158	(630) 266-6842
TD Radiation Safety Officer	Mike Herr	3382	0753	(847) 536-2668
TD Waste Coordinator	Mike Herr	3382	0753	(847) 536-2668
Machine Repair Building Manager	Jerry Peterson	3711	0864	-
Machine Repair Alternate Building Manager	Louis Ramirez	2484	1163	-